

NATIONAL SECURITY AGENCY
Washington 25, D. C.NSA REGULATION
NUMBER 66-13353
return.
JAF
24 MAY 1954EFFECTIVE UNTIL 1 JUNE 1955 UNLESS SOONER
RESCINDED OR SUPERSEDEDAPPEARANCE OF AGENCY SPACESSECTION

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SECTION I - SUPERSESSION

This Regulation supersedes NSA Regulation Number 66-1, dated 25 May 1953 and NSA Regulation Number 10-14, dated 17 November 1953.

SECTION II - POLICY

In view of the crowded working conditions for personnel of the Agency, and in consideration of the fact that personnel work more efficiently in clean, neat, well ordered surroundings than they do in dirty, untidy, disorderly areas, it is the policy of this Agency that all spaces, offices, shops, corridors, stairwells, and grounds be kept clean and tidy, and that furniture, equipment, signs and bulletin boards be arranged in a standard orderly manner.

SECTION III - GENERAL

The following rules apply:

- a. Like pieces of furniture will be arranged in rectangular rows, parallel or at right angle to walls.
- b. Papers and files will not be exposed except when in use, and will not be placed on the tops of safes or file cabinets.
- c. Materials on shelves and in bookcases will, as far as practicable, be matched by size and shape, and stacked neatly.
- d. Articles on desks will, when not in actual use, be kept squared with the furniture edges.
- e. Furniture drawers and doors will be kept closed except during periods of actual use.

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f. Signs, posters, notices, etc. will be displayed only in standard bulletin boards and frames.

g. Hand made signs, notices, tabs, etc. will not be displayed.

h. Waste and trash, particularly in corridors and on ground areas will be placed in proper receptacles.

SECTION IV - SIGNS AND BULLETIN BOARDS

1. Office Signs and desk name plates will be of a standard pattern and color. Office signs will consist of the Office or Division title, branch title, name of chief and name of assistant or deputy. Desk name plates and holders will be furnished only for personnel whose names are required to be known. Desk name plates and office signs for military personnel will indicate rank or rating. The inclosure illustrates samples of standard signs.

2. Bulletin Boards approved for use within this Agency will be of the following standard sizes:

a. 2 by 3 feet.

b. 3 by 3 feet.

c. 3 by 4 feet.

d. Existing non-standard Bulletin Boards may be continued in use until surveyed.

e. Each Bulletin Board will display the title and location of the authority responsible for its proper maintenance.

f. Items will be posted on Bulletin Boards only by permission of the maintaining authority in each case.

g. The maintaining authority will be responsible for neatness and currency of items displayed on each Bulletin Board.

3. Poster Frames approved for use within the Agency are designed to display 17" x 22" posters. Each poster frame will display the title of the using and maintenance authority. Poster frames are provided with cardboard backing to which posters must be affixed.

4. Security Check-Out Frames approved for use within the Agency are designed to display DA Form 672 and 727 in certain classified spaces. They are provided with cardboard backing to which the forms shall be affixed.

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SECTION V - PROCEDURES

1. Office signs, desk name plates, bulletin boards and frames may be obtained by D/F request to HqC. All requests must contain the requestor's name, phone number and room location.

2. Damaged, mutilated or obsolete office signs, desks name plates, bulletin boards and frames shall be reported to HqC for replacement or repair.


SECTION VI - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Headquarters Commandant.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

D. M. AGNEW
Captain, US Navy
Acting Chief of Staff

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

Incl:
Appendix

DISTRIBUTION IV

SAMPLES OF STANDARD SIGNS

OFFICE OR DIVISION TITLE	
Branch Title	
Chief	W.T. Doormen Cdr USN
Asst	C. U. Best


Note: 7" x 14" white ltrs on green paper

W.T. Doormen
Cdr USN

Note: 1/2" white ltrs on black

Mary C. Bookmeck

Note: 1/2" white ltrs on black

ENTER
Room 17341


Note: 4" x 14" or 6" x 14", depending on size of door frame. White ltrs on green.

RESTRICTED AREA
Authorized Personnel Only

Note: 6" x 14" white letters on red.